

Education and Early Childhood Services

Task: Child Emergency Contact Information

Task	Person Responsible	Date to be Completed
1. Obtain the names and telephone numbers of at least three people other than primary/secondary adult who can be contacted in an emergency and/or who may bring or pick up the child.	Family Advocate	During application process and enrollment
2. Make sure the three (3) required names, address, and phone numbers are accurate in ChildPlus.	Family Advocate	At enrollment
3. Have parent review the Contact Information Sheet (CP 1520) at Initial Home Visit.	Teaching Staff	At Initial Home Visit
4. Make any necessary changes/updates in ChildPlus	Family Advocate	Before Center Opens
5. Print copies of CP 1520 for bus drivers and teacher's emergency binders.	Teaching Staff	Before Center Opens
6. Review the Contact Information Sheet with parents. <ul style="list-style-type: none"> • Discuss the importance of all requirements in the event of an emergency. 	Teaching Staff	Home Visits and Parent Teacher Conferences, as necessary
7. The parent marks any changes on the Contact Information Sheet (CP 1520). Parents must sign and date the CP 1520 Report when any changes are made. The teacher will give a copy of updated CP 1520 Report to Family Advocate so changes can be made as needed in ChildPlus.	Teaching Staff	As necessary
8. ChildPlus 1520 Report will be updated.	Family Advocate	Immediately
9. Notify teacher when changes are made.	Family Advocate	Immediately
10. Print updated CP 1520 Report and place in Emergency Binder for Teachers/Bus Drivers.	Family Advocate	Immediately
11. Place any outdated CP 1520 reports in Child's Yellow Education file onsite within the classroom.	Teaching Staff	Immediately